



**Swan Hill  
District Health**



**Inclusive**

**Compassionate**

**Progressive**

**Accountable**

## **Health Care Worker - Casual Commonwealth Home Support Program (CHSP) (IN37-IN39)**

We are seeking enthusiastic, highly motivated and suitably skilled individuals to join our CHSP team at Swan Hill District Health. In this role, you will provide 1:1 personal assistance or respite services to the community individual living in their home.

Monday to Friday, 7 am–15:30 pm

### **The successful applicant must:**

#### **Education and Qualifications**

- Certificate III or IV in Aged Care/Individual Support or Certificate IV in Disability or equivalent).
- Understanding of the duties and commitment to older people to maintain individual independence in continuing to live safely in their home
- The ability to carry out a broad range of tasks, according to the rostered service provision and care plan that are socially and culturally appropriate and free from discrimination.
- Ability to maintain confidentiality
- Good communication skills including written, verbal and listening
- A flexible approach to delivery of a range of client services
- Current Victorian driver's license
- Current First Aid Certificate
- Current National Police Record Check
- Current "Working with Children Permit"
- Has own car
- NDIS Worker Screening Check.
- Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunization for all vaccine preventable illnesses.

Applications including the names of two referees should be forwarded to: People & Culture, Swan Hill District Health, PO Box 483, Swan Hill 3585, Victoria or

Email: [employment@shdh.org.au](mailto:employment@shdh.org.au)

For enquiries about this role should be directed to Jenna Wild, CHSP Coordinator at Home,

Ph: (03) 5033 9229 or E: [jwild@shdh.org.au](mailto:jwild@shdh.org.au)

Applications will only be accepted if they address the Key Selection Criteria and include an APPLICATION FOR EMPLOYMENT FORM. Email applications are preferred.

Swan Hill District Health reserve the right to interview and appoint candidates following interview

Swan Hill District Health is an equal opportunity employer committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander people, people with diverse cultural and linguistic backgrounds and people with disability.



<b>Position:</b>	<b>Health Care Worker (HCW)</b>
<b>Classification:</b>	IN37-IN39
<b>Department:</b>	District Nursing Services -Commonwealth Home Support Program (CHSP)
<b>Reports to:</b>	District Nursing- Nurse Unit Manager
<b>Position Summary:</b>	To provide 1:1 personal assistance or respite services to the community individual.
<b>Responsibilities:</b>	<p>Key Performance Indicators (KPI's) will be established between the HCW and the Nurse Unit Manager to support the following accountabilities and duties:</p> <p><b>General</b></p> <ul style="list-style-type: none"><li>• Perform a range of support services for community individual living in their homes according to care needs.</li><li>• Recognize the cultural, spiritual and emotional needs of individuals and carers.</li><li>• Identify and enhance the individual's right to dignity and respect.</li><li>• Assist individuals to maintain and enhance their quality of life. Encourage independence and promote consumers own resourcefulness, resilience and self-esteem.</li><li>• Monitor the well-being of individuals and effectively communicate all relevant information concerning the individuals to the CHSP Coordinator.</li></ul> <p><b>Personal Care</b> Provide assistance with activities of daily living.</p> <p>Tasks included but not limited as per individual care plan:</p> <ul style="list-style-type: none"><li>• Showering</li><li>• Dressing and undressing</li><li>• Hair care, shaving</li><li>• Personal grooming</li><li>• Eating and drinking</li><li>• Fitting of aids</li><li>• Making a bed</li><li>• Meal preparation/assistance</li></ul> <p><b>Respite Care</b> Respite includes active and responsive care for the individuals who are frail, older people, or have a disability, while also providing carers with respite from their caring responsibilities.</p> <p>Tasks included but not limited as per individual care plan:</p> <ul style="list-style-type: none"><li>• Meal preparation/assistance</li><li>• Eating/drinking assistance</li><li>• Toileting</li><li>• Home care tasks</li><li>• Tailored leisure activities as identified by the consumer/carer</li><li>• Shopping, parks, movies, sport and recreation activities.</li></ul> <p><b>Accountability and Extent of Authority</b></p> <ul style="list-style-type: none"><li>• Ability to work within the scope of the service and according to individuals care plan and SHDH policies with the Commonwealth Support Program (CHSP)</li></ul>

	<ul style="list-style-type: none"> <li>• Ability to work under limited supervision, as rostered to satisfactorily complete all general work requirements</li> <li>• Ability to complete all required documentation in an accurate and timely manner</li> <li>• Accountable for delivering a customer-focused, empathetic service to assessed clients Responsible for attending client bookings on time or advising Team Leader of any changes in a timely manner</li> <li>• Responsible for reporting to the CHSP Coordinator for any concerns or issues regarding clients or tasks</li> <li>• Responsible for assuring the quality of work performed</li> <li>• Performs broad tasks involving the utilization of a range of basic skills.</li> </ul> <p><b>Judgement and Decision Making</b></p> <ul style="list-style-type: none"> <li>• Undertake home and equipment safety assessments and daily checks to ensure a safe working environment.</li> <li>• Notify CHSP Coordinator regarding changes outside the scheduled care plan as per the program protocols</li> <li>• Is aware of own abilities and limitations, identifies learning needs and seeks guidance as necessary</li> <li>• Report any unsafe situations/incidents (including near misses). Physical Requirements for the role</li> <li>• Driving to and between consumers' homes</li> <li>• Tasks that involve reaching, swatting, pushing, pulling, bending and carrying.</li> </ul>
<b>Key Selection Criteria:</b>	<ul style="list-style-type: none"> <li>• Certificate III or IV in Aged Care/Individual Support or Certificate IV in Disability or equivalent).</li> <li>• Understanding of the duties and commitment to older people to maintain individual independence in continuing to live safely in their home</li> <li>• The ability to carry out a broad range of tasks, according to the rostered service provision and care plan that are socially and culturally appropriate and free from discrimination.</li> <li>• Ability to maintain confidentiality</li> <li>• Good communication skills including written, verbal and listening</li> <li>• A flexible approach to delivery of a range of client services</li> <li>• Current Victorian driver's license</li> <li>• Current First Aid Certificate</li> <li>• Current National Police Record Check</li> <li>• Current "Working with Children Permit"</li> <li>• Has own car</li> <li>• NDIS Worker Screening Check.</li> <li>• Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunization for all vaccine preventable illnesses.</li> </ul>
<b>Salary/Award:</b>	Victorian Public Health Sector (Health & Allied Services, Manager & Administrative workers) Single interested agreement.
<b>First Nations:</b>	Swan Hill District Health would like to acknowledge First Nations communities of Wamba Wamba, Wadi Wadi, Barapa Barapa, Latji Latji and the Tatti Tatti people on whose land, we work and live. We pay respect to all Elders past and present and honour their connection to the land and water.
<b>Infection Control:</b>	<ul style="list-style-type: none"> <li>• Each staff member has a responsibility to minimise exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.</li> <li>• The risk minimisation strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.</li> </ul>

<b>Continuous Quality Improvement:</b>	<ul style="list-style-type: none"> <li>Each staff member is expected to demonstrate a commitment to best practice.</li> <li>All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care.</li> <li>All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards.</li> <li>It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies &amp; Protocols.</li> </ul>
<b>Person Centered Care:</b>	<p>The Health Service supports in its values the philosophy of Person-Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p> <p>We recognise diversity is part of every person &amp; as such providers of health care must be actively involved in developing models of care that are person centered.</p>
<b>Child Safety:</b>	<p>All children have the right to feel and be safe. Keeping children safe is everyone's responsibility. SHDH is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect them.</p> <p>SHDH have zero tolerance to child abuse.</p> <p>Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.</p>
<b>Our Purpose:</b>	<p><b>Connected Care / Best Experience</b></p> <p>SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.</p>
<b>Privacy and Confidentiality:</b>	<p>SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility with adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>
<b>Mandatory Training:</b>	<p>All employees must be aware of and complete designated mandatory training within the required time frame.</p>
<b>Safety:</b>	<p><b>RESPONSIBILITIES: It is the responsibility of every staff member to:</b></p> <ul style="list-style-type: none"> <li>Take reasonable care for their safety and the safety of others while at work.</li> <li>Report accidents, incidents and potential hazards as soon as reasonably practicable to their supervisor and record on VHIMS reporting system.</li> <li>Advise their supervisor if they have an injury or illness that may affect their ability to perform the inherent requirements of their position.</li> <li>Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual.</li> <li>Complete all Mandatory training requirements as identified and directed.</li> <li>Comply with the Occupational Health and Safety Act and all SHDH O.H. &amp; S. online Policies and Procedures.</li> </ul>

<b>Asset Management:</b>	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
<b>Review:</b>	Completion of My Work Plan on a yearly basis.
<b>Previous Revision dates:</b> <b>Current:</b>	May 2024 Aug 2025
<b>Managers Name:</b>	Maria Fox
<b>Managers Signature:</b>	
<b>Employees Name:</b>	
<b>Employees Signature:</b>	



The Application for Employment form is required to be submitted with the following documents:

- ☐ Covering letter in support of application
- ☐ Response to Key Selection Criteria
- ☐ Applicants Curriculum Vitae

**Position Applying for**

**General Information**

**Name**

**Address**

**Contact**

Home phone

Mobile

Email

Are you of Aboriginal/Torres Strait Islander Origin? ☐ No ☐ Aboriginal ☐ Torres Strait Islander  
(This question is voluntary)

Do you wish to be identified under this category? ☐ Yes ☐ No

Are you an Australian Citizen or Permanent Resident: ☐ Yes ☐ No Date of Grant ...../...../.....

If no, what is your current Visa Status – Visa type ..... Expiry date ...../...../.....

Place/Country of issue: ..... Issue Number: .....

Do you require sponsorship? ☐ Yes ☐ No

**Conditions of Employment**

Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

**Initial employment is subject to:**

- 6 months' probationary period (*with a review at 3 months.*)
- Requirement to work any shift
- Requirement to work in any department as required

**Hours of Work** – ..... (Availability)

**Discipline/Misconduct**

Have you experienced discipline or misconduct action at any previous employment? ☐ Yes ☐ No

If **Yes**, please provide details:

## Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: \_\_\_\_\_

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

## Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

**Disclosure advice: - (to be completed by the applicant)**

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

**Signature of applicant:** \_\_\_\_\_ **Date:** ...../...../.....

**NOTE:** If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.

### Enquiries:

Email address: [employment@shdh.org.au](mailto:employment@shdh.org.au)

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585